

CLINTON/JACKSON EARLY CHILDHOOD IOWA BOARD MEETING MINUTES

Monday, August 31, 2015 – 4:00pm, large board room

Clinton County Satellite Offices, 226 11th Street, DeWitt, IA 52742

Board Members Present:

Jack Willey, Chair
Dan Srp, Vice Chair
Brenda Kunau
Dr. Jessica Ihns
Linda Hledik
Torschia Thomas
David Hinds
Karen Breitbach
Gabe Gluba

Board Members Excused:

Traci Gael

ECI Staff Present:

Jenny Kreiter, Director

Guests Present:

Representative Moore
Senator Bowman
Senator Hart
Kathy Richmond

Chair Jack Willey called the meeting to order at 4:03pm. A quorum was present (9/10) at that time. Introductions were made and a sign in sheet was circulated for Board Members and guests to sign.

Review of Agenda: Chair Jack Willey introduced the agenda and asked for comments or any conflict of interests; none were offered

Approval of Minutes: Mr. Willey asked for comments on Board Meeting minutes dated 6-29-15 and Executive Committee minutes dated 7-13-15/8-10-15. One correction will be made to the adjournment as Mr. Willey declared the meeting adjourned. Jenny will make the correction. Mr. Srp moved. Mr. Gabe Gluba seconded to approve Board meeting minutes dated 6-29-15 and Executive Committee Meeting minutes dated 7-13-15/8-10-15 with noted correction. Motion was carried unanimously.

Financial Report/Contract Report:

- a. Mr. Willey presented the FY15 Annual Report and FY15 year end expenditure report. The Board reviewed the FY15 Annual Report individual program data and year end expenditures. Jenny noted that the Parent Education Program did not input data into the RedCap database by the set deadline consequently we do not have a RedCap annual report for this program to upload into our Annual Report. Jenny was instructed to and did contact the ECI State Technical Assistance Team to request guidance on how we should address this with the contractor. Mrs. Kunau attended the yearly site visit/audit with this contractor for this program with Jenny. The Parent Education Program did provide our Board with four reports meeting all other performance measures except putting 100% of data into RedCap. Mrs. Kunau and I offered to go to Des Moines to meet with Shanell Wagler however; she said it was not necessary at this time. The Board Members reviewed the contract monitoring document and acknowledged that the issue of data input into RedCap is specifically addressed with our contractors. Mrs. Breitbach moved. Mr. Hinds seconded to approve the FY15 Annual Report documents for submission on the Iowa.gov reporting site on or before 9-15-15. Motion was carried unanimously.
- b. Mr. Willey presented the FY16 Financial Report. Jenny provided the corrective action plan the ECI State TA Team requested our Board have with our fiscal agent. The two items that have been addressed are FY14 County record discrepancies in funds balances and separation of funds. These were completed on 7-20-15 and 8-31-15 by our fiscal

agent. The State Auditor was recently on site in Clinton County and our fiscal agent discussed the changes that had been made with them. Mr. Srp moved. Ms. Thomas seconded to submit the Correction Action Plan for Audit Issue to Shanell Wagler with the two items marked as completed. Motion was carried unanimously. The Board reviewed the most current FY16 monthly financial report. Mr. Srp moved. Mrs. Breitbach seconded to accept the report as presented. Motion was carried unanimously.

c. Mr. Willey presented the contract updates document.

* Jenny reported that the request for 3 year old preschool scholarship funding is for more funds than we have available. Jenny was instructed to gather information from our preschools and other ECI areas to view potential funding formulas. The Board will review this information at our meeting on 9-28-15 and make a decision on funding three year old preschool.

* Jenny reported that Camanche CSD has requested transportation funds for safety seats/safety harnesses for preschool students.

* Jenny reported that Heather Moore, Sunshine Childcare and Andrew CSD have submitted a request for funding to support opening a childcare center in Andrew, Iowa.

* Jenny reported that Bright Beginnings home visitation program has requested for more funding to provide more slots for families. This program has been full since they began serving families in Clinton and Jackson Counties.

* A DHS representative has contacted Jenny to request funding for child care assistance for families who need a short term respite placement.

Note: Jenny was instructed to gather more information regarding each of these requests to share with the Board in September.

Mr. Willey announced that we would start the second portion of our meeting at this point.

Introduction of area Legislator's: Senator Bowman, Senator Hart and Representative Moore introduced themselves and provided information about what part of our two county area they cover and what committees they each are serving on. The Board Members introduced themselves and provided information about their backgrounds and interest in serving our areas children and families. Together the group reviewed and discussed Clinton and Jackson Counties demographics and our local Board's response to identified needs through our Community Plan and Indicators.

Mr. Willey reconvened the meeting back to the agenda.

New Business: Mr. Willey will miss a number of meetings. If he is able he will attend by phone. Mr. Srp reported that he did discuss the Director's performance evaluation with the Clinton/Jackson DECAT Board on 8-21-15. Mr. Srp said the DECAT Board concurred with the original recommendation of the ECI Board in May.

Adjourn: Mr. Willey declared the meeting adjourned. 5:20pm. Our next ECI Board Meeting will be 9-28-15.

Respectfully submitted, Jenny Kreiter, Clinton/Jackson ECI Director

Attachments can be viewed by contacting Jenny Kreiter at the Clinton County Satellite Offices.

Any person needing special assistance or with special accessibility needs should contact Jenny Kreiter at (563)659-3651 or kreiter@clintoncounty-ia.gov